



CARTA Collection Development policy

Approved May 2024

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I. Introduction

CARTA, the Collaborative Art Archive (<https://carta.archive-it.org/>), represents a consortium of art libraries dedicated to preserving and providing access to essential web-based content for future art historical scholarship. This innovative project unites participating organizations through a shared infrastructure, pooled expertise, and coordinated collecting activities. This collaborative effort significantly expands the scope of web-published, born-digital materials preserved and made accessible for art research and study.

The primary objectives of CARTA are threefold:

1. To ensure the preservation of documentation of 21st-century web resources about art and art history.
2. To facilitate streamlined access to a wealth of online art references and research resources and make it readily available for future generations.
3. To enable novel scholarly applications use of diverse art-related web archives and datasets.

Purpose of the Policy

This Collection Development Policy outlines CARTA's approach to curating and maintaining its digital collections. It aims to provide a transparent, equitable, and systematic method for selecting and preserving web-based art resources. The policy enables easy access to art research resources, encourages new scholarly uses of art-related digital materials, and ensures the preservation of the art historical record for future study. Reflecting CARTA's commitment to digital preservation and collaborative archiving, this policy aims to shape the future of art historical research and create a comprehensive, inclusive digital archive for art scholarship.

II. Scope and Coverage

CARTA focuses on archiving diverse web-based content encompassing a broad spectrum of art history and contemporary art practice. The collection areas are:

1. **Art Criticism and Theory:** Websites and blogs offering critical analysis, discussion, and interpretation of art movements, individual artists, and specific works.
2. **Art Fairs and Events:** Digital content related to international art fairs, exhibitions, and significant art events.
3. **Art Galleries:** Online presence of art galleries and dealers, showcasing contemporary and historical artworks.
4. **Art History and Scholarship:** Web resources and documentation related to studying art and scholarship in art history.
5. **Artists' Websites:** Websites created by artists or their estates, displaying portfolios, biographies, and artist statements.
6. **Arts Education:** Web-based educational materials and programs for artists.

7. **Arts Organizations:** Websites of arts organizations, museums, and cultural institutions that play pivotal roles in the art community, community arts, and empowerment.
8. **Auction Houses:** Online catalogs and websites of auction houses that deal in artworks and art-related artifacts.

Inclusion Criteria

The inclusion criteria for CARTA's collections are as follows:

1. **Relevance to Art History and Practice:** The content must be directly related to art history, contemporary art practice, or art education.
2. **Quality and Scholarly Merit:** Content that possesses high scholarly merit, offers unique insights, or contributes significantly to the field of art is preferred.
3. **Digital Uniqueness:** Content exclusively available online or represents a significant aspect of digital art practice.
4. **Preservation Need:** Content at risk of being lost or not preserved elsewhere.

Exclusion Criteria

Content may be excluded from CARTA's collections based on the following criteria:

1. **Irrelevance to Art and Art History:** Content unrelated to the core focus areas of art history or contemporary art practice.
2. **Legal and Ethical Restrictions:** Content that raises legal, copyright, or ethical concerns, including privacy violations.
3. **Challenges with Specific Platforms:** Social media and certain platforms, identified for their archiving complexities, are generally excluded from inclusion. [Archive-It maintains a list of known platform issues](#) and CARTA's web archivist maintains a document of [Challenging platforms for CARTA-specific](#) nomination sites. For more information see, [section III. Other Web Archiving Challenges and Considerations](#).

Institutional Archiving

Partners can nominate their organizational websites for inclusion in CARTA's collections if they follow these criteria and parameters:

1. The nominated institutional websites must be in either Art Galleries, Arts Organizations, or Arts Education collections.
2. Institutional website nominations are limited to a one-time annual nomination and crawling frequency. Nominators may not select an option for increased crawling frequency.
3. The initial crawl is limited to 128 GB and subsequent annual crawls are limited to 10 GB.
4. Advanced technical support for troubleshooting or engineering for quality assurance will be limited.

If these scoping rules do not work for CARTA members' needs, it is encouraged for members to inquire about an institutional Archive-It subscription package to manage institutional archiving

separately and share institutionally-managed collections with CARTA (see “[Other Collections in CARTA](#)” to learn more about sharing Archive-It collections with CARTA collections.) Reach out to the program team at carta@archive.org to learn more about Archive-It subscriptions.

Other Collections in CARTA

The CARTA website also includes art-related collections suggested for inclusion by Archive-It partners. If you are an Archive-It partner and would like to share your collection(s) with CARTA. Please contact us at carta@archive.org.

The scope and coverage of CARTA's collections are dynamic and subject to ongoing evaluation to ensure they remain aligned with the evolving landscapes of art history and digital content. This approach enables CARTA to create a rich and versatile digital archive that reflects the breadth and depth of contemporary and historical art discourse.

III. Other Web Archiving Challenges and Considerations

Policy for replacement nominations

If a nomination is unable to be archived due to technical limitations that are either outlined in “[Challenges with Specific Platforms](#)” or other technical issues, the Program Officer and/or Web Archivist notifies the partner to submit a replacement nomination, as allowed.

Policy for seed nominations with changing URLs

URLs of CARTA nominations (seeds) sometimes change significantly for the same event, artist, organization, etc. For example, websites associated with Biennale pavilions (country’s websites) can be updated biannually with each new Biennale year. These updates can include significant changes to the URL that affect archiving of the site, and it can impact CARTA members who are prioritizing sites like these for nomination, especially if these situations require nomination of new/additional websites, which subtract from the annual CARTA subscription amount.

If a seed nomination needs to be updated, it must follow these criteria:

1. It's the responsibility of the seed nominator to notice the URL change and indicate they would like the seed updated.
2. If CARTA program staff discover a URL conflict/needed update, they will bring this to the attention of the original nominator or subsequent CARTA partner/contact to address via email.

3. URL content should be for the same event/artist/organization, etc. (This is subject to review by the Program Officer, Web Archivist, and Collection Development subcommittee, as needed.)
4. To update the URL, the nominator/partner contact, submits this form (forthcoming) to notify the Program Officer and Web Archivist of this needed change.

IV. Diversity, Equity, and Inclusion (DEI)

CARTA is committed to fostering diversity, equity, and inclusion within its digital collections. Recognizing the rich tapestry of global art practices, CARTA prioritizes the representation of diverse voices, perspectives, languages, and art forms. This commitment is rooted in the belief that a diverse collection enriches art scholarship and ensures a more accurate and inclusive historical record of contemporary and historical art.

DEI Strategies

To actualize this commitment, CARTA employs the following strategies:

1. **Inclusive Collection Practices:** Actively seek and prioritize content representing various cultures, geographies, languages, and artistic expressions, particularly from historically underrepresented groups.
2. **Equitable Access:** Ensure that the digital archive is accessible to a diverse audience, removing barriers to access and facilitating inclusive research and educational opportunities.
3. **Community Collaboration:** Engage with diverse communities, artists, and scholars to understand and address collection gaps and gain insights into various art practices and perspectives.
4. **Ongoing Assessment and Training:** Regularly assess the effectiveness of DEI efforts in collection development and provide continuous training and development opportunities for CARTA staff and member organizations in DEI principles.
5. **Transparency and Accountability:** Maintain transparency in collection practices and be accountable for progress towards DEI goals, including regular reporting and open dialogue with stakeholders.

Through these strategies, CARTA aims to create a comprehensive resource for art research and scholarship collection that reflects the diverse and dynamic nature of global art practices. This approach underscores CARTA's role in shaping a more inclusive and equitable art history and contemporary art study field.

V. Methodology and Storage

Archiving Methods

CARTA employs a strategic and methodical approach to archiving web content, ensuring the preservation of a wide array of digital art collections. This approach includes:

1. **Selective Archiving:** Employ criteria prioritizing significance, uniqueness, and relevance to art history and contemporary practice for selecting web content.
2. **Collaborative Curation:** Leveraging the expertise and insights of member libraries to curate content representing a broad spectrum of art disciplines and perspectives.
3. **Regular Updates:** Ensuring dynamic web content, such as artists' websites and online exhibitions, is periodically revisited and updated to capture ongoing changes.

Digital Preservation

To ensure the longevity and integrity of digital collections, CARTA focuses on:

1. **Sustainable Storage Solutions:** Utilizing robust and scalable storage infrastructure to accommodate the growing volume of digital content.
2. **Data Integrity and Authenticity:** Implementing protocols to maintain the integrity and authenticity of the archived content, including metadata standards and checksums.
3. **Format Preservation:** Addressing format obsolescence issues by adopting preservation strategies including future standards, as needed.

CARTA ensures the systematic, secure, and sustainable archiving of digital art resources through these methodologies and infrastructural supports. This approach not only preserves the rich heritage of contemporary and historical art but also guarantees the accessibility of these resources for future generations of scholars and art enthusiasts.

Learn more about Archive-It's storage and preservation policy here:

<https://support.archive-it.org/hc/en-us/articles/208117536-Archive-It-Storage-and-Preservation-Policy>

VI. Nomination and Review Process

CARTA's nomination process is inclusive and comprehensive, allowing member organizations to contribute actively to the growth of the archive:

1. **Nomination Submission:** Members submit nominations via an internal form, providing details such as website title, URL, collection topic, and special considerations.
2. **Diverse Source Nomination:** Encourage nominations from various sources, including art institutions, individual artists, scholars, and the broader art community, to ensure a diverse and representative collection.

Review Criteria

Each nomination is evaluated based on the following criteria:

1. **Alignment with Collection Scope:** The content's relevance to CARTA's defined collection areas and its contribution to art history and contemporary practice.
2. **Scholarly and Artistic Merit:** The academic and artistic value of the content, including its potential to support research and education.

3. **Preservation Urgency:** We prioritize content at risk of loss or degradation.

Review Process

The nomination is reviewed by the Program Officer and Web Archivist after the nomination deadline. If further review/discussion is needed, the Collection Development Subcommittee is requested for consultation.

1. **Composition:** The committee is composed of members from partner organizations and subject experts in art history and digital archiving.
2. **Decision-Making:** Decisions to include content in the archive are made collectively based on the established review criteria.
3. **Transparency and Communication:** The committee maintains transparency in its decision-making and communicates the outcomes of the review process to the nominating members.

Ongoing Evaluation

The nomination and review process is subject to periodic evaluation and refinement to adapt to the evolving digital landscape and the changing needs of art scholarship:

1. **Feedback Process:** Incorporate feedback from members and users to improve the nomination and review process.
2. **Policy Revisions:** Regularly update the nomination and review guidelines to reflect best practices in digital archiving and the needs of the art community.
3. **Sunsetting:** Sites that consistently encounter issues over the course of a year such as redirects, 404 errors, or have become otherwise inaccessible will be periodically reviewed and brought to the attention of the nominator for possible inactivation.

This structured nomination and review process ensures that CARTA's collections continue to grow in a manner that is thoughtful, representative, and responsive to the dynamic nature of web-based art content.

VII. Communal Nomination Process

Recognizing the importance of diverse perspectives in shaping a comprehensive archive, CARTA encourages active participation from the broader art community in the nomination process:

1. **Outreach Programs:** CARTA will develop targeted outreach initiatives to engage with underrepresented communities and institutions, encouraging them to contribute to the archive.
2. **Open Call for Nominations:** Periodically, CARTA will issue open calls for nominations to the broader art community, including artists, scholars, and the public.

Submission Guidelines

Clear guidelines will be provided to ensure the community understands the nomination process:

1. **Nomination Form:** A user-friendly, publicly accessible nomination form will be available on CARTA's website.
2. **Instructions and Criteria:** Detailed instructions and criteria for nominations will be provided, ensuring clarity and accessibility for all potential nominators.

Evaluation and Inclusion

Community nominations will undergo a review process and ongoing evaluation similar to that for member organizations:

1. **Review Committee:** The Collection Development Subcommittee will evaluate community submissions based on the criteria used for member nominations.
2. **Feedback to Nominators:** Communicate the outcomes of the review process to the nominators, providing transparency and building trust within the community.

Fostering Inclusive Archiving

Through the communal nomination process, CARTA aims to:

1. **Collect Diverse Voices:** Broaden the scope of the archive by including diverse and often underrepresented voices in the field of art.
2. **Build Community Relationships:** Strengthen ties with the art community, ensuring the archive reflects a broad spectrum of artistic expressions and perspectives.

This approach enriches CARTA's collection and fosters a sense of ownership and involvement among the broader art community, making the archive a genuinely collaborative and inclusive endeavor.

VIII. Role of Collection Development Subcommittee

The Collection Development Subcommittee plays a critical role in guiding and overseeing the growth and management of CARTA's digital archive. This subcommittee is responsible for:

1. **Policy Development and Review:** Regularly reviewing and updating the collection development policy to ensure it remains relevant and effective.
2. **Strategic Planning:** Providing strategic direction for collection development, ensuring alignment with CARTA's mission and objectives.

Composition

The subcommittee is composed of:

1. **Diverse Representation:** Members from various participating institutions, including art librarians, digital archivists, and subject specialists.
2. **Rotational Membership:** To ensure fresh perspectives, members serve on a rotational basis.

Responsibilities

Key responsibilities of the subcommittee include:

1. **Guideline Enforcement:** Ensuring collection development practices adhere to established guidelines and ethical standards.
2. **Quality Assurance:** Overseeing the quality and relevance of the collected content, ensuring it meets scholarly and artistic standards.
3. **DEI Advocacy:** Advocating for diversity, equity, and inclusion in the collection development process.

Decision-Making Process

The subcommittee operates through:

1. **Regular Meetings:** Convening regularly to discuss policy, review progress, and make decisions.
2. **Consensus-Building:** Striving for consensus in decision-making with established protocols for resolving disagreements.

Reporting and Accountability

To maintain transparency and accountability, the subcommittee:

1. **Reports to CARTA Members:** Regularly reporting on activities, challenges, and achievements.
2. **Engages with Stakeholders:** Communicating with member organizations and the broader art community, seeking input and feedback.

Through its dedicated efforts, the Collection Development Subcommittee ensures that CARTA's collections are curated thoughtfully, responsibly, and aligned with the evolving needs of the art research and scholarly community.

IX Copyright and Intellectual Property Rights

CARTA recognizes and respects the intellectual property rights of website owners and creators. The collection development policy ensures that all archived content adheres to copyright laws and ethical standards.

Retention of Rights by Owners

Copyright remains with the original owners and creators of the websites. CARTA's role is to archive content while ensuring that these rights are respected:

1. **Acknowledgment of Ownership:** CARTA acknowledges that the ownership of the content remains with the website owners and creators at all times.

Notification Process

Generally, CARTA operates with an opt-out policy. However, CARTA incorporates a transparent notification process when necessary:

1. **Nominator's Request for Notification:** Nominators can request that the Program Officer and Web Archivist notify site owners about the inclusion of their content in the archive in the nomination form. Nominators should provide an email address, if available.
2. **Notification for site owners:** The Program Officer and Web Archivist are responsible for contacting site owners to inform them about the archiving process and to address any concerns or questions they may have.

Copyright and Permissions

1. **Seeking Permissions:** Where necessary, CARTA seeks permissions for archiving web content.
2. **Fair Use Considerations:** Content is evaluated under fair use principles, considering the nature of the work, the amount used, and the effect on the market value.
3. **Pay-walled Content:** CARTA cannot and does not archive content that is not available on the open web or seek licenses or permissions to archive this content.

Handling Intellectual Property Disputes

In case of disputes or concerns regarding intellectual property:

1. **Dispute Resolution Process:** CARTA will engage in its takedown process, reviewed by the Collection Development Committee.
2. **Opt-Out Policy:** Website owners retain the right to opt out of the archive or request modifications to the archiving of their content. See section X. Takedown Policy.

Commitment to Legal Compliance

CARTA ensures that its practices align with current copyright laws and best practices and commits to regular reviews and updates of these practices.

X. Description and Access

CARTA is committed to providing broad access to its digital archive, making it a valuable resource for scholars, students, and the public:

1. **Open Access Policy:** CARTA's collections are open access, allowing users to explore and utilize the archived content freely.
2. **User-Friendly Interface:** Ensuring that the digital archive is accessible through a user-friendly online interface, facilitating ease of navigation and discovery.

Usage Guidelines

To guide the use of the archived content:

1. **Educational and Research Use:** Emphasizing that the collections in CARTA's archive are primarily intended for educational and scholarly research purposes.
2. **Citations and Acknowledgments:** Providing guidelines on how to cite and acknowledge the use of materials from the archive in academic and other publications.

Enhancing Discoverability

CARTA employs strategies to improve the discoverability of its collections:

1. **Metadata and Indexing:** Implementing comprehensive metadata standards and indexing practices to enhance searchability and retrieval of content.
2. **Integration with Other Resources:** Where possible, link the archive with other relevant digital resources and databases to expand the research potential of the collections.

Feedback and Continuous Improvement

CARTA encourages user feedback to improve access and usability continuously:

1. **Contact us:** Users can reach out to CARTA at carta@archive.org to share feedback.
2. **Regular Updates and Improvements:** The digital platform and its features are updated based on user feedback and technological advancements.

CARTA ensures that its collections are preserved, actively used, and appreciated through these approaches, contributing significantly to advancing art scholarship and research.

XI. Takedown policy

CARTA recognizes the importance of addressing concerns about the content archived in its digital collections. The takedown policy outlines the process for requesting the removal of access to content from CARTA's archive.

Takedown Requests

Individuals or entities wishing to request a takedown of content must follow these steps:

1. **Submission of Request:** A formal takedown request should be submitted detailing the specific content in question and the reason for the request.

2. **Identification of Requestor:** The requestor must identify themselves and their relationship to the content, providing any relevant documentation or evidence supporting their claim.

Review Process

Upon receiving a takedown request, CARTA will:

1. **Initial Assessment:** Conduct a preliminary review to determine the validity of the request.
2. **Consultation:** If necessary, the original nominator and other relevant stakeholders will discuss and assess the implications of the takedown.
3. **Decision Making:** Make a decision based on the balance of interests, including the public interest in access to the content, the rights of the content owner or creator, and CARTA's mission and policies.

Outcomes and Actions

Following the review process, possible outcomes include:

1. **Remove Access:** Block content from the archive.
2. **Retention with Justification:** Decision to retain the content, with a clear rationale provided to the requestor.

Transparency and Communication

CARTA is committed to transparency in its takedown process:

1. **Timely Response:** Ensuring a timely response to all takedown requests.
2. **Clear Communication:** Communicating the decision and its rationale to the requestor and other relevant parties.

Regular Policy Review

Recognizing the evolving nature of digital content and related legal considerations, CARTA will regularly review and update its takedown policy to ensure its continued relevance and effectiveness.

XII. Policy Review and Update

CARTA is committed to ensuring its Collection Development Policy remains current, relevant, and effective. To this end, the committee will review the policy regularly:

1. **Scheduled Reviews:** The policy will undergo a formal review every two years or more frequently if significant changes in the digital archiving field or CARTA's operations occur.
2. **Ad Hoc Reviews:** In addition to scheduled reviews, the committee may conduct in response to significant changes in legal, technological, or scholarly practices related to digital archiving.

Process for Review

The review process involves:

1. **Subcommittee Assessment:** The Collection Development Subcommittee will lead the review process, assessing the policy's effectiveness and relevance.
2. **Stakeholder Input:** Input will be sought from a range of stakeholders, including member organizations, users of the archive, and experts in the field, to ensure a comprehensive evaluation.

Update Mechanism

Upon completion of the review:

1. **Recommendations for Changes:** The subcommittee will propose any necessary changes or updates to the policy.
2. **Approval Process:** Proposed changes will be submitted to the Advisory Board and CARTA membership for approval.
3. **Implementation:** Changes will be implemented and communicated to all member organizations and other stakeholders once approved.

Documentation and Transparency

CARTA values transparency in its operations:

1. **Record of Changes:** A record of all changes made to the policy will be maintained and made accessible to stakeholders.
2. **Public Access to Policy:** The updated policy will be published on CARTA's website, ensuring it is readily accessible to members and the public.

Continuous Improvement

This regular review and update process is part of CARTA's commitment to continuous improvement, ensuring that its collection development practices remain at the forefront of digital archiving in the art sector. This approach allows CARTA to adapt to the evolving landscape of digital content and art scholarship, maintaining its role as a vital resource for researchers and the art community.

XIII. Joining and Contact Information

CARTA welcomes the participation of new member organizations that share its commitment to preserving and providing access to digital art content. Membership is open to art libraries and related institutions interested in contributing to developing a comprehensive digital archive of art-related materials. See <https://carta.archive-it.org/join/> for more information about joining CARTA or contact us at carta@archive.org.

How to Join

Prospective members interested in joining CARTA should:

1. **Review Membership Requirements:** Familiarize with CARTA's membership requirements, including commitments to contribute to the archive and adhere to its policies.
2. **Submit an Application:** Complete and submit a formal membership application, available on CARTA's website.
3. **Await Approval:** CARTA will review applications and notify new members about approval.

Benefits of Membership

Members of CARTA enjoy benefits such as:

1. **Participation in Archiving Initiatives:** Contribute to and influence the development of the digital archive.
2. **Access to Resources:** Gain access to a vast array of digital art materials for research and educational purposes.
3. **Collaborative Opportunities:** Collaborate with a network of art libraries and institutions.

Contact Information

For more information about CARTA, membership inquiries, or any other questions:

1. **Contact Details:** Contact CARTA via the contact details provided on the website.
2. **Website:** Visit [CARTA's website](#) for comprehensive information about the initiative, policies, and current members.
3. **Email Communication:** Direct specific inquiries to CARTA's email address, also available on the website.

Stay Informed

CARTA encourages interested parties to stay informed about its activities and updates:

1. **Newsletter Subscription:** Subscribe to CARTA's newsletter for regular updates on new collections, initiatives, and membership information.